

**ANNUAL REPORT
(2021)**

**POCASSET HILL CEMETERY COMMISSION (PHCC)
TOWN OF TIVERTON**

MEMBERS:

Shirley Moller (Chairperson), Robert Sedoma (Vice Chairperson)

Dana Coute (Secretary), John Christo (Treasurer), Alfred Almeida (Resigned December 2021)

SUPERINTENDENT: Ron Helger - Contract three years effective May 1, 2021 with two-year options to renew for one year each time.

TOWN COUNCIL LIAISON: Joseph Perry

MEETINGS: One meeting per month on 2nd Wednesday of the month 7PM.

GENERAL OPERATIONS:

BURIALS:

Full Body	2021 (25)	2020 (53)
Cremations	2021 (24) (Six in cremation section)	2020 (29) (One in Cremation section)
Total	2021 (49) Burials	2020 (81) Burials
VETERAN'S CIRCLE	2021 (1)	2020 None
SALES:	2021 Burial Plots (7) 2021 Cremation Section (4)	2020 Burial Plots (20) 2020 Cremation Section (6)
LOT RETURNS:	2021 None	2020 Two
BURIAL RIGHT TRANSFERS:	2021 None	2020 None
REFUNDS:	2021 None	2020 Two for (\$ 800.00)

GROUND MAINTENANCE: Ron and his crew have done a great job in maintaining the grounds and providing excellent burial service.

ACKNOWLEDGMENTS: The commission would like to acknowledge Alfred Almeida (Commission member) for his service to the town and our commission. Also, an acknowledgment for the services of the Town clerk's office, Town treasurer's office, councilman Joseph Perry, and Barbra Pelletier for her support in purchasing and repairs to our American and POW flags.

HIGHLIGHTS / IMPROVEMENTS

VETERAN'S PROJECT: Ryan Souza, Tiverton high school student and member of the BSA Troop 6 Bristol R. I. initiated a community service project to achieve the rank of Eagle Scout. He presented his project to the cemetery commission for approval and also meet with the VFW Commander. The project consisted of locating the veteran graves, cleaning the markers, placing an American flag near the marker and documenting their location on a spread sheet. The project was successfully completed and will be followed up by identifying these veterans in the cemetery's records.

Installation of snow plow stakes

Plans were initiated for installation of a brick placement area within the cemetery. These bricks would be engraved with names of families etc. for a fee. Funds collected would use for improvements to the cemetery. However, it was agreed to place this project on hold for a future time.

Continuing work on updates/revisions of cemetery handbook.

New election of officers. Shirley Moller (chairperson), Robert Sedoma (vice chairperson), Dana Coute (secretary) and John Christo (treasurer).

Submitted request for the FY22 municipal budget to the Town Administrator. Requested a sum of \$300.00 for FY (2022-2023) to be included in the town budget for the maintenance, supplies and American flags for the Veterans Circle and the 1st Responders flag pole and monument section. R.I. State flags are donated.

American, POW, and R.I. state flags were replaced at various times through the year due to wear and tear

RECORDS:

Records of Right of Burial documents, minutes of our meetings and a file card containing information on each lot is located at the Town Hall. Also, an excel file contains the info on owners of the Right of Burial, sale transactions and burial dates and internee location are on excel file format and updates submitted to the Town Clerk's office.

Backup records are on a flash drive and on some commission members personnel computers. Hard copy record books are located with commission chairperson, cemetery superintendent and at the Town hall.

GOALS FOR (2022):

Expand roadway (Cherry Street) between sections 4000 and 5000. Also expand roadways around section 4000, (Elm and Hawthorne streets)

Old sign in section 6000 will be replaced and relocated

Replace Cemetery sign

Finalize Cemetery handbook

Purchase Lap Top Computer for secretary use

Reorganize / cleanup the grounds

Website update

Eagle Scout project – Update computer map file to include Veteran graves through out the cemetery.

CEMETERY FEES AS OF OCTOBER 10TH, 2018

FEES PAID TO TOWN OF TIVERTON

COST OF A SINGLE GRAVE LOT -- \$500.00

One [1] Body AND One [1] Cremation OR Two [2] Cremations ONLY.
Vault not included.

COST OF A MULTI GRAVE LOT -- \$2,000.00

For four [4] Graves ONLY.
Vault not included.

COST OF A LOT IN CREMATION SECTION -- \$500.00

Cremations ONLY. Limit two [2] Cremations per lot.
Price includes a vault supplied by the Cemetery.

MECHANICAL DEVICE AND GREENS RENTAL FEES

Grave lot -- **\$75.00 per opening**
Cremation -- **\$50.00 per opening**

FEES PAID TO SUPERINTENDENT:

1. OPEN AND CLOSE GRAVE IN GRAVE LOT-- **\$550.00**
From November 15th to March 1st, winter fee increases to \$650.00
2. OPEN AND CLOSE GRAVE FOR CREMATION -- **\$300.00**

FINANCIAL:

ACCOUNTS:

MONEY MARKET (MM) ACCOUNT: This account is used to place the funds acquired from the sale of lots: i.e., 20% for perpetual care, nonexpendable funds and (80%) expendable funds. Maintenance collected fees, and interest accrued from CDs and the MM go into the expendable portion of the account. The expendable funds can be transferred with no penalty to the checking account and the nonexpendable funds for perpetual care to various long-term CDs to acquire a greater interest rate.

CHECKING ACCOUNT: This account used to pay bills with approval of commission members.

INVESTMENT ACCOUNT: This account is made up of two types of CD's. Long term and short term.

Short term CDs are for the expendable funds which are needed to pay the yearly bills. A portion of the funds from these CD's when matured are transferred to the checking account.

Long term CDs are purchased on the secondary market by the town treasurer. This is done to acquire the highest interest rate possible using the nonexpendable funds. The interest accrued from this CD is transferred to the expendable accounts. At present there is approximately \$ 21,648.00 in the Money Market account (nonexpendable) which will be transferred to a long-term CD

Total balance as of: December 31, 2020 - \$ 498,368.88
Total balance as of: December 31, 2021 - \$ 489,254.63

Expendable funds as of: Dec 31,2021- \$ 102,327.63 / Dec 31,2020 - \$113,442.88 ; Decease of (\$ 11,115.25)

Perpetual funds as of: Dec 31, 2021- \$ 386,927.00 / Dec 31, 2020 - \$ 384,927.00; Increase of \$ 2,000.00

A detailed financial summary is presented in table (1) and a comparison financial summary from (2014 to 2021) in table 2.

Comments:

Note in table 2, from 2016 to 2021 indicates the average expendable income was \$ 25,557.00 per year while the average expenditures were \$28,415.00 per year. That's approx. \$3,000.00 loss per year over a 6-year period. This year's loss was \$11,116.00 due mostly to very low lot sales and low interest accrued from CD's. This loss will not affect our operations in the near future due to the amount of reserve we have in our expendable account. However, if this trend continues, we will need to address this situation.

Respectfully submitted by:

Shirley Moller (Chairperson)